

JOB DESCRIPTION

JOB TITLE: Finance Administrator

GRADE: 21

JOB CODE: 1330

EST. DATE: 7-1-06

GENERAL FUNCTION: Under the administrative direction of the Director of the local health department or other appropriate supervisor. The finance administrator position is intended to provide for the planning, organization and direction of the financial affairs of a local health department. Responsibilities would include the preparation of the annual budget of the department, monitoring the budget to ensure conformance with provisions of the budget, establishing/maintaining appropriate accounting procedures that comply with the rules and regulations (Federal and State), preparation of the reports for the various entities requiring reports, and having considerable knowledge of the various requirements of revenues for appropriate expenditures and reporting requirements. Plans, develops, implements, and oversees adherence to goals and objective of accounting, financial reporting, budgeting, internal control, and grants management functions.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Develops and manages a comprehensive accounting program which integrates Generally Accepted Accounting Principles, Governmental Accounting Standards, statutory accounting requirements and agency fiscal policies.

Prepares the annual budget of the local health department in accordance with federal and state requirements such as the condition of participation, conditions of grant award, financial management requirements, and other appropriate requirements of funding sources.

Directs the preparation of statutory, regulatory and or state and federal financial reports in both standard and specialized formats to detail and certify the fiscal state of the department. Reviews report contents, corrects discrepancies in information and submits final reports. Prepares accurate and timely reports such as monthly financial status reports, quarterly tax, unemployment insurance, monthly FICA reports, retirement, etc.

Analyzes financial statistics and other accounting data. May identify trends impacting the fiscal position of the department. Examples might include cash flow analysis, budget analysis, forecasts and projections. Advises agency administrators on findings and recommendations.

Coordinates assigned functions with service delivery, administrative, and programmatic functions to support the agency's mission.

Provides effective input into the agency's strategic planning process.

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Supervises the billing and collection of monies for health services rendered by the department.

Prepares/participates in the development and implementation of administrative policies and procedures.

Directs operational analyses of accounting systems, subsystems and/or procedures. Reviews and implements viable improvements to the accounting program based on knowledge of complex and changing federal and state requirements applicable to governmental accounting.

Reviews, analyzes, and provides input on all budget related commitments, obligations, and transactions, such as, property, equipment acquisition, service contracts, construction and renovation.

Represents the financial interests of the agency in accounting-related interactions/negotiations with other parties, such as banks vendors, external auditors and management staff of other governmental entities.

Provides technical assistance to others on accounting and fiscal matters. May participate as a member of internal and external committees and task forces to assess policies procedures and programs.

Arranges audits of regulated local health department accounts.

Administers, interprets, and explains policies, rules, regulations, and laws applicable to the local health department.

Guides and encourages each employee supervised to attain maximum performance on the job; provides ongoing feedback throughout the review; follows established procedures for the periodic written evaluation of each employee's performance.

Manages human resource and employee relation functions.

Coordinates the bid process for goods and services which includes developing quotes selecting bidders, advertising and distributing bid forms, attending openings, tabulating bids, and recommending awards.

Supervise staff in assigned area(s) including initiating work assignments, monitoring accomplishments insuring quality standards of performance, recommending individuals for employment, evaluating performance and disciplining employees.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

SUPERVISION RECEIVED: General direction from local health department Director or Director of Administrative Services, working from broad goals and policies. Has major responsibility in setting work objectives.

SUPERVISION EXERCISED: May directly supervise accountants, account clerks and other related administrative staff.

JOB SPECIFICATIONS:

Knowledge:

- Knowledge of principles, practices, and methods of accounting and auditing.
- Knowledge and principles and practices of financial administration including budgeting and reporting.
- Knowledge of the application of data processing in the maintenance of accounting records and financial administration.

Skills:

- Skill in planning, coordinating and directing a complex financial operation.
- Skill in interpreting and applying appropriate laws and regulations.
- Moderate to high level of skill in computer and computer application usage.
- Basic to moderate level of skill in utilizing financial computer software programs.

Abilities:

- Ability to resolve financial problems quickly and effectively and to determine appropriate course of action for the health department in the financial area.
- Ability to communicate ideas clearly and concisely, both orally and in writing.
- Ability to deal courteously and tactfully and to establish and maintain effective relationships with co-workers and employees of other agencies.

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MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management. Three (3) years of experience in an administrative or management capacity, where fiscal and budgeting, accounting, payroll and accounts payable or closely related activities are demonstrated. Must define in working history, the ability to use and operate a computer with the appropriate software.

OR

A regular status employee of the classified service may be considered for this position if the employee has a High School diploma or GED and the employee being considered has eight (8) years experience that demonstrates the required knowledge, skills and abilities. Education in the field will substitute for the required experience not to exceed five (5) years (for regular status employee of the classified service). .

NOTE: To replace Finance Administrator (1301) by 7-1-07. Increase in grade and change to minimum requirements effective 7-1-06.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.